

Administrative Board Rule #1¹

Limits Above Which Requisitions for Purchases Shall be Approved By the Director of Finance

Pursuant to the Philadelphia Home Rule Charter, Section 4-300 (2) (e) and Section 6-103, the Administrative Board hereby adopts the following limits:

1. Purchase requisitions for materials and supplies in the amounts of \$50,000 or more shall be submitted to the Director of Finance for approval before any order is placed for such materials or supplies.
2. Purchase Requisitions for all equipment shall be submitted to the Director of Finance for approval.
3. The Director of Finance may require such information from the office, department, board or commission as may be necessary for the Director to perform the duties specified under Sections 4-300 (2) (e) and 6-103 of the Charter.
4. This Rule takes² effect July 1, 1994.

¹ Established September 11, 1952. Amended June 29, 1977, June 6, 1994.

² Original read “take”.